



F.No: BSNLCO-A/11(25)/4/2023-ESTAB

Dated: 06th Nov, 2023

OFFICE MEMORANDUM

Sub: Consolidated instructions for encashment of Earned Leave (EL)/ Half Pay Leave (HPL) at the time of retirement / resignation / technical resignation to various categories of employees of BSNL.

It has been decided with the approval of the Management Committee of the BSNL Board of Directors to issue the following consolidated instructions for encashment of Earned Leave (EL)/ Half Pay Leave (HPL) at the time of retirement / resignation / technical resignation to various categories of employees of BSNL :

- (i) The provisions of the CCS(Leave) Rules, 1972 with regard to encashment of EL / HPL shall be applicable in respect of all BSNL employees, unless otherwise specified.
- (ii) At the time of retirement / technical resignation, maximum of 300 days of Earned leave at credit of the employee on the date of cessation of service will be allowed for encashment. Any shortfall in the 300 days of EL will be met with HPL at the credit of the employee. However, to make up the shortfall in Earned leave, no commutation of half pay leave is permissible.
- (iii) In case of resignation, cash equivalent in respect of earned leave at credit on the date of cessation of service, to the extent of half of such leave at credit is allowed, subject to a maximum of 150 days. However, encashment of HPL is not allowed in order to meet the shortfall in EL of 150 days.
- (iv) The following categories of employees are governed by the respective orders / rules / instructions as mentioned against each :

S. N.	Category	Entitlement	Remarks
1	Absorbed employees (Rule 37A)	Upto 300 days of leave for combined service of DOT and BSNL	W.r.t leave credit for Combined service (DOT and BSNL) as per CCS(Leave) Rules.
2	Appointment under Rule-37	Upto 300 days of leave for BSNL service	Without taking into consideration leave encashment in Govt. service- as per DOPT FAQ circulated by DOT letter dated 21.01.2013.
3	Director in BSNL Board	Upto 300 days of leave for service in BSNL Board	Without taking into consideration leave encashment in Govt./BSNL service - as per BSNL Board decision vide letter dated 03.05.2007
4	BSNL Recruited	Upto 300 days of leave for BSNL service	Without taking into consideration leave encashment in previous service, if any - as per DOPT FAQ circulated by DOT letter dated 21.01.2013

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5	Postal JAOs (BSNL recruited)	Upto 300 days of leave for BSNL service	Without taking into consideration leave encashment in Govt. service - as per DOT letter dated 21.01.2013
6	Officers returned to BSNL from Board level appointments in other Dept. / CPSE (holding lien in BSNL)	Upto 300 days of leave for BSNL service	Without taking into consideration leave encashment in other Dept. / CPSE - as per CCS(Leave) Rules. On joining back under the provision of Lien, the encashment of leave will be subject to overall ceiling of 300 days for continued service. Example: Where 250 days of EL / HPL was already encashed at the time of technical resignation from BSNL service and 60 days EL have been accumulated after joining back in BSNL, on superannuation encashment of maximum 50 days EL (300 minus 250 days already encashed) may be allowed with reference to the pay drawn on the date of superannuation.
7	DR-DGM (internal candidate absorbed under Rule 37A)	Upto 300 days of leave for continued service of BSNL.	As per CCS(Leave) Rules.
8	DR-DGM (external)	Upto 300 days of leave for BSNL service	Without taking into consideration leave encashment in previous service, if any - as per DOPT FAQ circulated by DOT letter dated 21.1.2013


06/11/2023

[Sanjeev Kumar]

Asstt. General Manager (Estt.I)

Tel. No. 23037477

To,

All Heads of Telecom Circles &
All Heads of Other Administrative Units,
Bharat Sanchar Nigam Limited

Copy to:

1. PPS to CMD, BSNL, New Delhi.



2. PPS to All Directors, BSNL Board.
3. CVO, BSNL CO, Eastern Court Complex, Janpath, New Delhi.
4. PGM(Pers.)/PGM(Estt.)/GM (EF)/CGM (BW)/CGM(Elect.)/CGM(Arch.), BSNL CO.
5. CS & GM (Legal) / All PGMs / Sr. GMs / GMs in BSNL CO New Delhi.
6. BSNL Intranet.

Prerna
06/11/2023